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23 August 1962

MEMORANDUM FOR: Director of Training

SUBJECT : Weekly Report No. 29
 9 August - 22 August 1962
 Assessment and Evaluation Staff

I. SIGNIFICANT ITEMS

None

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JUST <u>22</u>	NEXT REV <u>2010</u>	AUTH: HR 10-2

II. OTHER ITEMS

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1. [REDACTED] returned from their assignment with TFW on 18 August and were replaced there on the same date by [REDACTED] and C/A&E. [REDACTED] reports that the work 125X1A9a is holding steady and that they may find it necessary to remain for three weeks.

2. The Registrar's data processing project has reached the end of its "summer employee" phase. All of the external training records not previously incorporated into the punched card files have been transferred to an external training input card, coded and checked. These cards are now ready for punching; this will get underway immediately on a limited basis, with the expectation that better progress will be made when the additional Flexowriter arrives.

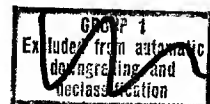
With the progress made to date we anticipate no difficulty in meeting the December deadline for the Registrar's reports. The summer employees are to be commended for their work in a very unexciting job.

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3. As result of [REDACTED] informing us of the Agency interest in reducing the processing time of applicants, we are reviewing the steps in the A&E handling of PATB data to see how much time is spent on each step and where some saving might be effected. More on this in the next report.

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4. [REDACTED] joined the Staff on 20 August for one month, after which he will be either at Columbia for the semester or starting his internship with the VA.

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5. Two forms, designed to reduce clerical labor both for Bill [REDACTED] in recording results of his testing programs and for the ADP Unit in processing these scores have just been received from the printer. These will either be transmitted to the field or given to Bill at the time of his anticipated visit here.

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6. [REDACTED] has been and will be involved in special assessments for OSA during most of the period from 20 to 30 August.

III. PERSONNEL

7. We are pleased to report that [REDACTED] continues his good recovery, and expects to join us again on a part-time basis soon after Labor Day. 25X1A9a

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8. [REDACTED] our new psychometrist, joined us on 20 August. She is replacing [REDACTED] who will be leaving shortly. 25X1A9a

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9. [REDACTED] clerk-typist, reported for duty on 13 August. She is taking the slot occupied by [REDACTED] 25X1A9a
25X1A9a over from [REDACTED] when Camilla left on maternity leave on 3 August.

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10. [REDACTED] was on annual leave from 10-17 August. He and his wife spent this period attending an intensive seminar on General Semantics which he reports to have been a very stimulating and worthwhile experience.

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11. [REDACTED] plan to spend some time during the period 30 August - 5 September at the annual convention of the American Psychological Association in St. Louis, Missouri.

[REDACTED] 25X1A9a
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